

Minutes of April 24 2025 Commissioners Meeting

1. **Call to order:** 6:40 pm
2. **Establishment of a quorum:** Commissioner Booth, Commissioner Mayberry, Commissioner Rankins, Commissioner Berumen were present in person, Commissioner Anaya was excused due to a working commitment.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Appoint Mike Franco as Fire Marshal and Anastacio Moreno as Assistant Fire Marshal:** Commissioner Mayberry presented the oath of office to Mike Franco.
5. **Swear in Mike Franco as Fire Marshal and Anastacio Moreno as Assistant Fire Marshal:** Assistant Chief Ames swore in Mike Franco and Anastacio Moreno.
6. **Public Comment:**
7. **Consent Agenda:**
 - A. Review and approve minutes of March 27, 2025, meetings.
 - B. Review and approve surplus items for ESD.
 - C. Review and approve purchase of fire helmets. - Deleted
 - D. Review and approve the purchase of an engraver. - \$11,670.00 from account 9100.02.

Motion to approve item A, B, and D made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried. Motion to delete item C made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.

8. **Review and approve communications report on monthly calls as reported by Horizon City dispatch:** (Report was given by Irlanda Heredia – HPD Dispatch)
 - Call numbers for March 2025 consist of the following: Alarm 39, Assistance 37, Brush Fire 6, Car Fire 3, Water Leaks 9, Gas leaks 11, Medical 256, MVA 39, Structure Fires 3; Inspections 106.

Structure Fires

1. **13913 Villa Vista Ave (District 451)**

- 07:06 – Dispatch received an initial call reporting a backyard fire. A second call was received indicating a house, with reporting parting advising that the back porch was on fire. Several additional calls followed, providing the same information.
- Fire Departments Response – Horizon Fire Station 1 and 2, along with San Elizario Fire responded.
- 07:09 – P403 enroute.
- 07:16 – P403 on scene. P403 advised of a working fire with smoke and flames from the Charlie side. Advised will be a condition 2 fire.
- 07:20 – Water on fire.
- 07:33 – Fire Marshal requested.
- 07:38 – Fire personnel advised fire under control.
- 08:56 – El Paso Fire Marshal on scene.
- 10:08 – All units cleared.

2. 229 Sugar Hills Dr (District 401)

- 18:22 – Dispatch received a call reporting a house fire.
- Fire Departments Response – Horizon Fire Station 1 and 2, along with Clint and Socorro Fire responded.
- 18:24 – P403 enroute.
- 18:28 – RT405 on scene. RT405 advised of a working fire and a condition 1 fire.
- 18:33 – Water on fire.
- 18:36 – RT405 requested El Paso Fire Marshal.
- 19:45 – El Paso Fire Marshal on scene.
- 22:03 – All units cleared.

14309 Bryce Dr (District 452)

- 07:07 – Dispatch received a call reporting a house on fire. Caller advised a water heater on fire inside the garage.
- Fire Departments Response – Horizon Fire Station 1 and 2, along with San Elizario Fire responded.
- 07:10 – P403 enroute.
- 07:14 – P403 on scene. P403 advised smoke was showing on the alpha side roof top.
- 07:17 – P403 advised of smoke in the garage.
- Extensions were checked on the surrounding wall where heater was located. No extensions inside the wall.
- 08:06 – Home was turned over to owner. All units cleared.

Search and Rescue

1. 6900 Hueco Tanks Rd

- 12:08 – Dispatch received a call reporting a 30-year-old male with a possible broken ankle on the mountain with exact GPS location. A park ranger was with patient.
- 12:08 – Everbridge page sent activating SAR response.
- 12:09 – CH402 enroute.

- SAR401 responded.
- 12:26 - CH501 at the entrance of the park.
- 12:41 – CH501 made their way to the patient.
- 12:52 – CH402 took over command.
- 13:50 – Contact was made with patient and was loaded in the basket.
- 14:39 – Patient started to descend.
- 15:20 – Patient on the ground and was transferred to Life Ambulance.
- 15:34 – Life 32 obtained patient refusal.
- 15:57 – All personnel off the mountain.
- 16:14 – Scene terminated.

Fires out of District

1. 3600 Mark Jason Dr (Montana Vista)

Commissioners had no questions. Motion to approve, made by Commissioner Rankins and seconded by Commissioner Booth. Motion carried.

9. **Review and approve financial report on monthly bills and invoices, monthly report, sales tax analysis report, purchases for items in the District’s approved budget, and budget reallocations:** (Presented by Administrator Katherine Ames). Administrator Ames presented the Quarterly financial report explaining any significant changes over the same time the previous year. Commissioner Berumen asked what our reserve amount should be for the year, in a percentage of the operating budget. Commissioner Booth spoke about the discussion that we had in the committee meeting and the amount discussed was 50% to 100%. Commissioner Mayberry asked if we receive any of the late fees that taxpayers pay. Administrator Ames will research this and report back. Commissioner Booth spoke about working with SBNG to project our revenues. Administrator Ames also presented budget reallocation in the amount of \$21,686.85. Administrator Ames spoke about some changes for next year that she will be implementing in Quickbooks to help improve monthly financial reports. Motion to approve the budget reallocations and Quarterly Financial report made by Commissioner Rankins and seconded by Commissioner Booth. Motion carried. Commissioner Berumen pledges to be more active in the financial state of the district.

2nd Quarter Financial Report - 01/01/25 to 03/31/25			
	<i>2nd Quarter 01/01/25 to 03/31/25</i>	<i>Percentage</i>	<i>2nd Quarter 01/01/24 to 03/31/24</i>
ESD Income			
Budgeted Tax Collection	\$6,785,638.19		
Actual Collection	\$6,763,750.91	99.70%	99.10%
<i>Difference</i>	<i>\$21,887.28</i>		
Expense			
ESD Admin Budgeted Amount	\$16,589,740.14		
ESD Budget Spent	\$6,887,033.04	41.50%	24.06%
<i>Remain ESD Budget</i>	<i>\$9,702,707.10</i>		
ESD Ops Budgeted Amount	\$1,611,306.25		

ESD Ops Budget Spent	\$430,113.29	26.70%	38.20%
Remain HFD Budget	\$1,181,192.96		
Total Budgeted Amount	\$18,201,046.39		
Total Operating Spent	\$7,357,898.02	40.40%	25.90%
Total Operating Available	\$10,843,148.37		
FM Income	\$329,134.50		\$233,111.40
		Inc. \$96,023.10	34.16%
Expense			
Budgeted Amount	\$409,938.61		
FM Budget Spent	\$133,958.11	32.70%	73.80%
Remaining Budget \$\$	\$275,980.50		
ESD Reserve Balance:	\$3,667,854.00		

Sales Tax Collection:			
Budgeted Amount	\$6,305,056.00		
Collection to date	\$3,981,564.71	63.10%	73.70%
Difference	\$2,323,491.29		
Interest Earned:	\$441,977.72		

10. **Review and approve Chief’s report on run volume, stipend, training, fleet, personnel, fire response, building construction and additional fire information:** (Report given by Assist. Chief Ames)

- **Calls for the month of March:** Station 1: 212, Station 2:120, Total calls: 332
- **Calls for the year 2025:** 1246
- **Stipend:** \$25,842.84
- **Hours:** 2,100.05
- **Fire Marshal Office:** Fire Marshal Guillen retired effective, April 19, 2025, we wish him the best of luck. As a result, Lieutenant Franco has been promoted to Captain. Deputy Fire Marshal Anastacio has been promoted to Lieutenant. This evening there is an agenda item to make Captain Franco the acting Fire Marshal for the district. Deputy Fire Marshal Garrett, completes his Law Enforcement course in July. Captain Franco and I will be attending his ceremony. All are welcome to attend. Deputy Fire Marshal Sam Villareal has joined us full time, he officially retired from El Paso Fire.
- **Training:** We will be holding a wildland refresher course and required pack test on May 7. The only cost to us is hotel for the instructor. This is a one-day course, that is required annually to be deployable for TIFMAS. EMT Basic class continues and will be complete in May.
- **Fleet:** Pumper 403 had some battery issues, and Rescue 405 had some turbo issues. Both trucks were up and running by the following day and are currently in service.

- **Personnel:** One of the seven new hires on the Horizon side resigned, citing time and work as the issue. We have one Vacancy in the FM office; we will be advertising in the near future.
- **Response:** Nothing major to report beyond what was mentioned in the Comm’s report.
- **Special Operations:** SAR units responded to a fall out at Hueco Tanks State Park. 30 y.o.m. with a lower extremity injury.
- **HQ:** Nothing major to report
- **Misc.:** Tanker 401 was utilized in the city of El Paso under Mutual Aid. There was a water outage for several hours in the north east. Tank 401 was relocated to Station 16 for approximately 12 hours while the water department resolved the issue.
- May 10 is First Responder night at the Chihuahua’s we will be issuing tickets out as the date gets closer.

Commissioner had no questions Motion to approve the Chief’s report made by Commissioner Berumen and seconded by Commissioner Booth. Motion carried.

11. Review and approve Fire Marshal’s report on operational & construction permits, annual fire safety inspections, new building construction, personnel, training miscellaneous activities & information: (Report given by Fire Marshal Mike Franco)

	J	F	M	A	M	J	J	A	S	O	N	D	2024
Construction	36	23	43	00	00	00	00	00	00	00	00	00	102

Total for 03/2024: 70 Total for 03/2023: 92 Total for 03/2022: 47

- **Annual Fire Safety Inspections**
 - **48** = FMO Annual Fire Safety Inspections for March 2025, as per Emergency Reporting
 - **00** = SWO decals were applied at: N/A
- **New Building Construction**
 - FMO is continuously working with on-going projects: ##% = Completion; UR=Under Review; PR=Permit Released
 - ESD HQ= 75%
 - Chilaquiles Buen Dia = 70%
 - O’Sullivan Apts = 60%
 - Vista Market=35%
 - Freddy’s = 40%
 - Panera = 30%
 - Discount Tires = 10% Plans Released
 - Shopping Centers and Warehouses
 - High Pile Combustible Storage Racking Systems
 - Assorted Fire Protection Systems

New Business Open to the ESD: Darrington Dental (13681 Eastlake); Circle K (Eastlake); Teriyaki Madness (Eastlake); Cinemark (GWW); Self Storage Facility (Windermere);

Elotelandia (Eastlake); Horizon Accident & Injury Clinic T.I. (13001 Eastlake); Buffalo Wild Wings (561 Darrington); The Residence Inn (GWW).

- **Personnel**

- We are still short-staffed. (1) FTE vacancy pending within the FMO due to FM Retirement.
- DFM Hiller is ‘top’ student and representing ESD #1 well.
- I, Asst. M. Franco, accepted the ESD Fire Marshal, effective 04/20/2025 (*start of pay cycle*).
- DFM AJ Moreno, has accepted the position of Asst. Fire Marshal, effective 04/20/2025.

- **Training**

- FMO Weekly Meetings.
- DFM’s certified as EMT’s are completing their Medical CE’s. Online office work via Target Solutions.
- FMO personnel are completing their CE requirements for TCFP. Online office work via Target Solutions.
- FMO Peace Officers are completing their TCOLE CE’s. Online office work via TCOLE. Due date: 08/2025

- **Miscellaneous Activities & Information**

- I will be taking Guillen’s place with the Strategic Planning Committee.

- **Future Events:**

- University Medical Center / Event - Eastlake
- Off Road “Go Topless” / Event – in the Mountain Shadow Lake Area

Commissioner Berumen asked about the Town of Horizon building and what the status was. Motion to approve the Fire Marshal report made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carried.

12. **Discussion and take action on an All Hazard Response Team (AHRT) MOU with El Paso County Sheriff’s office:** Motion to table made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.

13. **Discussion and take action on a policy for Salary employees on Deployment:** Administrator Ames presented the policy and explained it is to further clarify the pay for Salary employees who go on deployment. Motion to approve the policy as written with the understanding that it will be a temporary policy and may be removed in the future, made by Commissioner Rankins and seconded by Commissioner Booth. Motion carried.

14. **Discussion and take action on Law Enforcement Officer (LEO) sponsorship:** Fire Marshal Franco presented the tuition assistance request for Jose Hernandez to attend the Peace Officer Course at EPCC in June in the amount of \$4,400.00 from account 6900.03. Motion to approve made by Commissioner Booth and seconded by Commissioner Berumen. Motion carried.

15. **Discussion and take action on approval of a Logistics Coordinator Position:** Administrator Ames presented the Job Description and proposed Salary range for a new Logistics Coordinator position. There was discussion about what this person would be in charge of and what role they will play in the ESD. There was also a discussion about what

equipment this position in the future. The board would like to see a person hired in the next 30 days. Motion to approve the job description and pay range made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.

16. **Discussion and take action on ESD Headquarters Construction project on approval of change orders and associated fees, project, project requests, and approval and change of architecture design/plans:** Administrator Ames spoke about the Clean Agent system that will be installed in the Records retention room and the Patio decking change. There was no action taken.
17. **Discussion and take action on moving services for the Headquarters Building personnel relocation:** Administrator Ames presented three quotes for moving services. The most qualified quote is Central Transportation System. Motion to approve a maximum of \$45,000.00 for moving services made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.
18. **Discussion and take action on Headquarters Building Equipment:** Administrator Ames presented a quote for a second exam room table and an ice maker for the HQ building. Commissioner Mayberry stated that he does not see a need for a second exam table and that we could use the money elsewhere. Motion to approve the purchase of the table made by Commissioner Booth and seconded by Commissioner Rankins. Commissioner Rankins, Booth, Mayberry and Berumen voted against. Motion does not carry. Motion to approve the purchase of the ice machine in the amount of \$5,797.00 from account 9505.01 made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.
19. **Discussion and take action on Professional IT Services for Headquarters transfer of services:** Administrator Ames spoke about the need for IT services to help install and set up technology equipment moved to the new HQ building. The board is asking for an official quote. Motion to table made by Commissioner Rankins and seconded by Commissioner Booth. Motion tabled.
20. **Discussion and take on the purchase a contract for a new copier for administration:** Administrator Ames spoke about the need for a larger copier for the Administration office and the cost differences between purchasing and leasing. Motion to approve the lease for 60 months for a total cost of \$14,220.00 made by Commissioner Booth and seconded by Commissioner Berumen. Motion carried.
21. **Discussion and take action on sending Operations Personnel to the Texas EMS Conference:** Assist Chief Ames presented travel requests to send three people to the Texas EMS conference in November for an estimated cost of \$5,256.00 from accounts 7000.02 and 6900.02. Motion to approve by Commissioner Rankins and seconded by Commissioner Booth. Motion carried.
22. **Discussion and take action on sending the department Chaplain to a training:** Assist Chief Ames presented a travel request to send the Chaplain to a training for an estimated amount of \$2,566.21 to come from account 7000.02 and 6900.02. Motion to approve made by Commissioner Booth and seconded by Commissioner Berumen. Motion carried.
23. **Discussion and take action on a \$15,000.00 open PO for the Consumable Medical supplies:** The Current Medical supply open PO we have has been exhausted. Assist. Chief Ames is requesting another open PO in the amount of \$15,000.00 to come from account

6050.02. Motion to approve made by Commissioner Berumen and seconded by Commissioner Booth. Motion carried

24. Discussion and take action on the purchase or repair of Fire Equipment to include Fire Equipment, Tactical Equipment, Communication Equipment and General Fire Department supplies: Assist. Chief Ames presented two quotes for Fire Equipment.

24A: Quote from MES to replace Head nets on SCBA masks in the amount of \$2,101.30 from account 9100.02. Motion to approve made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.

24B: Quote for MES to replace Fire helmets that are damaged or expired in the amount of \$16,832.90 from account 9503.01 & 9100.02. Motion to approve made by Commissioner Booth and seconded by Commissioner Berumen. Motion carried.

Executive Session: None

25. For the Good of the District: On May 10th it is first responders night at the Chihuahuas game and you may get your tickets from Diana Hernandez.

26. Set date and time for next meeting in May: May 22, 2025 at 6:30pm

27. Adjourn – Motion made by Commissioner Berumen. Meeting adjourned at 9:38pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Ramos, Administrative Assistant II